

## **Yellow Medicine County Board Meeting Minutes November 12, 2019**

Vice Chairman John Berends called this regular meeting of the Yellow Medicine County Board to order at 9:00 a.m. with Commissioners Glen Kack, Gary Johnson and Ron Antony also present. Also present were County Administrator Angie Steinbach, County Attorney Keith Helgeson, Finance and Administration Deputy Ashley Soine, Marshall Independent reporter Jim Muchlinski and Advocate Tribune reporter Jess Gorman. Commissioner Greg Renneke was absent.

### **Pledge of Allegiance**

**Approve Agenda 11-12-19-01** Motion by Commissioner Antony and seconded by Commissioner Kack to approve the agenda with the following additions: add Purchase of Service Agreements with John Alley, Donald Cleveland, Chris Husby and Jason Weber for Solid Waste Landfill Operator Services to the Regular Agenda and add Mental Health Screening Grant to the Consent Agenda. Motion carried with all voting in favor.

**Consent Agenda 11-12-19-02** Motion by Commissioner Johnson and seconded by Commissioner Antony to approve the consent agenda items as follows: October 22, 2019 County Board meeting minutes; Memorial Park Bathhouse Quit Claim Deed; resignation of Michelle Gatz, Veterans Service Officer; replacement of Veterans Service Officer; Mental Health Screening Grant. Motion carried with all voting in favor.

### **Citizen Comments** None

**Approval of Disbursements/Review Auditor's Warrants 11-12-19-03** Motion by Commissioner Johnson and seconded by Commissioner Antony to approve the commissioner warrants for the following amounts: \$29,213.37 Ditch Fund, \$401,139.75 Revenue Fund, \$44,933.40 Road & Bridge Fund, \$59,574.26 Human Services Fund; and acknowledged review of the Auditor's warrants. An itemized listing of all warrants over \$2,000 and an aggregate total for warrants under \$2,000 are published on the County website under the Finance & Administration Department. Motion carried with all voting in favor.

**Commissioners' Report** Commissioner Antony reported on AMC District meeting, Counties Providing Technology meeting, Emergency Communication Board and 6W Community Corrections. Commissioner Kack reported on Area II/RCRCA, Western Mental Health Center and Personnel Committee. Commissioner Berends reported on Historical Society, AMC District meeting and Supporting Hands Nurse Partnership. Commissioner Johnson reported on 6W Community Corrections, Upper Minnesota Valley Regional Development Commission, open enrollment meetings, meeting with Emergency Manager/Sheriff, Prairie Five, union negotiations meetings, AMC District meeting, old Clarkfield school update, update on intersection in Clarkfield and Personnel Committee.

Administrator Steinbach's report included meetings attended, current projects being worked on and future meetings to attend. Administrator Steinbach's report is included in the Board packet.

### **Regular Agenda**

**Purchase of Service Agreements 11-12-19-04** Janel Timm presented four Purchase of Service Agreements for Solid Waste Landfill Operator Services. Motion by Commissioner Johnson and seconded by Commissioner Antony to approve the Purchase of Service Agreements for John Alley, Donald Cleveland, Chris Husby and Jason Weber for Solid Waste Landfill Operator Services for the Permit by Rule/Demolition Debris Facility at the Alvern Johnson property. Motion carried with all voting in favor.

**Cell/Smart Phone Form Update 11-12-19-05** Administrator Steinbach discussed the updated Cell/Smart Phone Portable Electronic Device Reimbursement Agreement Authorization form. Motion by Commissioner Antony and seconded by Commissioner Kack to approve the Cell/Smart Phone Portable Electronic Device Reimbursement Agreement Authorization form as presented. Motion carried with all voting in favor.

**Cyber Coverage Limits 11-12-19-06** The board discussed increasing cyber coverage limits with MCIT. Motion by Commissioner Antony and seconded by Commissioner Johnson to not make any changes at this time but to revisit it in the future. Motion carried with all voting in favor.

**Concrete Quote 11-12-19-07** Motion by Commissioner Johnson and seconded by Commissioner Antony to accept the quote from Melrose Carpentry in the amount of 810.70 for concrete under the recycling bin in Porter (from the Recycling Committed Funds). Motion carried with all voting in favor.

**Open Public Hearing 11-12-19-08** Motion by Commissioner Kack and seconded by Commissioner Antony to open the public hearing at 10:00 a.m. to set the 2020 ditch levy. Motion carried with all voting in favor.

Those in attendance were Planning & Zoning/Ditch Administrator Chris Balfany and Finance Manager Lacey Rigge.

**Close Public Hearing 11-12-19-09** Motion by Commissioner Antony and seconded by Commissioner Kack to close the public hearing at 10:15 a.m. Motion carried with all voting in favor.

**2020 Ditch Levy 11-12-19-10** Motion by Commissioner Antony and seconded by Commissioner Kack to approve the 2020 ditch levy as presented. Motion carried with all voting in favor.

The board recessed for break at 10:17 a.m.

The board reconvened at 10:33 a.m.

Layne Kockelman, Abdo, Eick & Meyers, LLP, gave a 2018 audit review.

**Final Approval for S.A.P. 087-602-026 11-12-19-11** Motion by Commissioner Johnson and seconded by Commissioner Kack to approve the final payment to R & G Construction Company in the amount of \$47,952.43 for the final contract amount totaling \$959,048.56 for Project S.A.P. 087-602-026 (Resolution #30-2019). Motion carried with all voting in favor.

**Yellowstone Trail Alliance 11-12-19-12** Mary Gillespie, Yellowstone Trail Alliance, presented information to the board. Motion by Commissioner Antony and seconded by Commissioner Johnson to approve the \$500 request for the Yellowstone Trail Alliance for 2020. Motion carried with all voting in favor.

**Elevator Maintenance Agreement 11-12-19-13** Motion by Commissioner Antony and seconded by Commissioner Kack to approve the Maintenance Agreement with MEI in the amount of \$3,720 annually (\$930 per quarter) for elevator maintenance services. Motion carried with all voting in favor.

**Blood Drive Request 11-12-19-14** Motion by Commissioner Antony and seconded by Commissioner Johnson to table the request from the Wellness Committee for paid time off to donate blood. Motion carried with all voting in favor.



**All Hazard Mitigation Plan 11-12-19-15** Sheriff Bill Flaten discussed the All Hazard Mitigation Plan. Motion by Commissioner Antony and seconded by Commissioner Kack to proceed with the All Hazard Mitigation Plan with the University of Minnesota Duluth and to complete the Notice of Interest with Homeland Security and Emergency Management (HSEM). Motion carried with Commissioner Antony, Kack and Berends voting in favor and Commissioner Johnson voting against.

**Surveying Services 11-12-19-16** Janel Timm, Property and Public Services Director and Sheriff Bill Flaten discussed information regarding FEMA buyout property (parcel #09-011-1140) and a possible structure on the property. Motion by Commissioner Antony and seconded by Commissioner Kack to approve staff obtaining surveying services to locate boundary lines for the flood buyout parcel. Motion carried with all voting in favor.

The board recessed for lunch at 11:49 a.m.

The board reconvened at 12:45 p.m.

**Close Meeting 11-12-19-17** Motion by Commissioner Antony and seconded by Commissioner Johnson to close the meeting at 12:46 p.m. The meeting was closed under Minnesota Statute 13D.05 to discuss labor negotiations. Those present were the County Board members, County Administrator Angie Steinbach, County Attorney Keith Helgeson and Human Resources Coordinator Ashley Soine. Motion carried with all voting in favor.

**Open Meeting 11-12-19-18** Motion by Commissioner Antony and seconded by Commissioner Kack to open the meeting at 1:25 p.m. Motion carried with all voting in favor.

**Supporting Hands Nurse Family Partnership 11-12-19-19** Motion by Commissioner Antony and seconded by Commissioner Johnson to approve the amended Supporting Hands Nurse Family Partnership Joint Powers Agreement. Motion carried with all voting in favor.

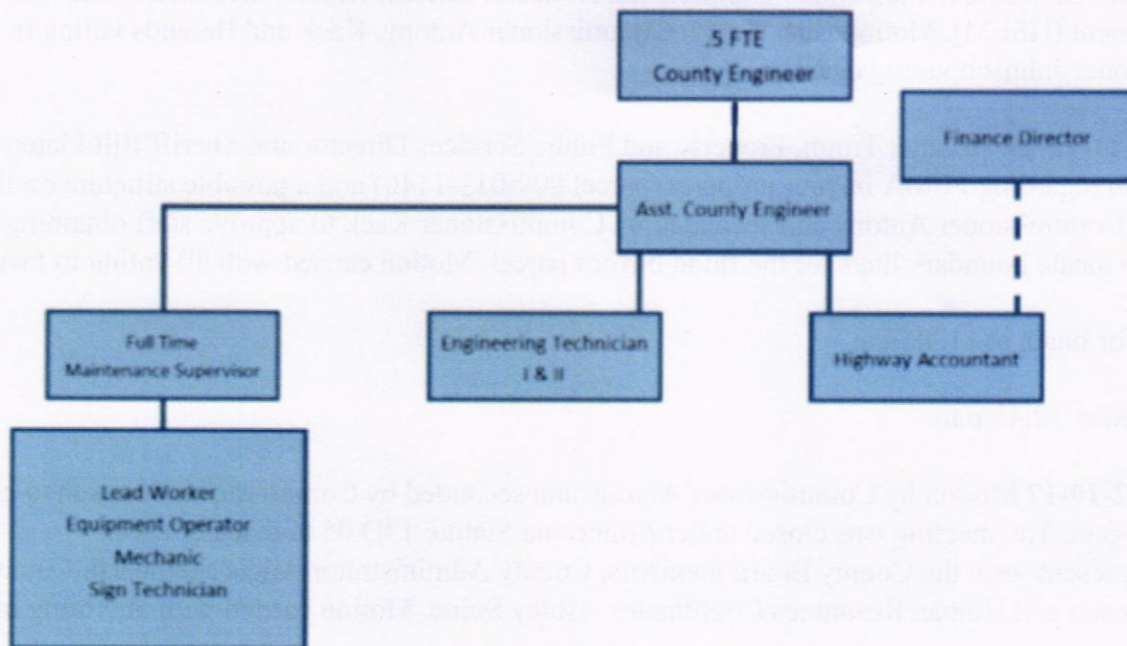
The board discussed the Highway Departmental Analysis, the Maintenance Department and the Fairgrounds contract. County Attorney Helgeson and Administrator Steinbach will work on the Fairgrounds Contract for 2020.

**Part-time Custodial Position 11-12-19-20** Motion by Commissioner Antony and seconded by Commissioner Johnson to keep the part-time Custodial position at six hours per week for 2020. Motion failed with Commissioner Antony and Berends voting in favor and Commissioner Johnson and Kack voting against.

**Part-time Custodial Position 11-12-19-21** Motion by Commissioner Antony and seconded by Commissioner Kack to table the discussion regarding the part-time (6 hours/week) Custodial position. Motion carried with all voting in favor.

**Highway Organizational Structure 11-12-19-22** Motion by Commissioner Antony and seconded by Commissioner Kack to adopt the recommended organizational structure for the Highway Department as listed below.





Motion carried with all voting in favor.

**County Engineer Expectations 11-12-19-23** Motion by Commissioner Antony and seconded by Commissioner Kack to establish a clear list of expectations, in regards to the roles and communication, by the joint County Engineer Committee in order for the Swift County Administrator to be able to review the County Engineer's performance in Yellow Medicine County. Motion carried with all voting in favor.

**Crew Foreman Position 11-12-19-24** Motion by Commissioner Kack and seconded by Commissioner Berends (passed gavel to Commissioner Johnson) to approve the recommendation to eliminate the Crew Foreman position in the Highway Department, Motion carried with all voting in favor.

**Establish Lead Worker Position 11-12-19-25** Motion by Commissioner Antony and seconded by Commissioner Kack to establish a Lead Worker position based on the geographical location of the new General Maintenance Supervisor. Motion carried with all voting in favor.

The board recessed for break at 2:22 p.m.

The board reconvened at 2:26 p.m.

Lacey Rigge, Finance Manager, reviewed the 2019 3<sup>rd</sup> quarter budget report.

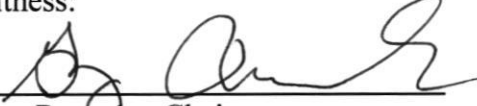
**Other Business** None

**Informational** September 2019 Jail Report

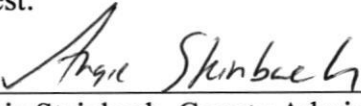
**Review of Upcoming Meetings and Events** The Board reviewed upcoming meetings and events.

**Adjourn 11-12-19-26** Motion by Commissioner Antony and seconded by Commissioner Kack to adjourn at 2:51 p.m. Motion carried with all voting in favor.

Witness:

  
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Greg Renneke, Chair

Attest:

  
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Angie Steinbach, County Administrator